Division of
Professional-
Technical
Education:

STATE DEPARTMENT OF EDUCATION

650 WEST STATE STREET
BOISE, IDAHO 83720-0027

TOM LUNA
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

February 28, 2014

Publishing Company Contract Administrators
Publishing Company Idaho Sales Representatives

Subject: 2014 "Call for Submission" for Idaho Curricular Materials and Online Resources Adoption K - 12

The Idaho State Department of Education (SDE) is calling for, and welcoming submissions for, K-12 curricular materials and online resources to the State of Idaho for the 2014 Adoption Process. For the 2014 textbook cycle, Idaho is limiting instructional materials submissions to those materials which are newly written to the Common Core State Standards (CCSS), with a new copyright not older than 2011. If additional time is needed to finalize materials in order to meet Idaho's revised requirements, publishers may submit during the interim adoption in 2015 per Idaho's interim adoption rules. Curricular materials currently under adoption in Idaho are located on our website at:
http://www.sde.idaho.gov/site/curricular_materials/adoption_guide.htm. Materials are listed by content area according to Idaho's 6-year Adoption Cycle. Instructions and all required forms for submitting materials are available at:
http://www.sde.idaho.gov/site/curricular_materials/. SDE will only review complete curricular materials, textbook series, or other curricular materials. Galley proofs, dummy-books, manuscripts, demo discs, etc., will not be reviewed and should not be submitted.

The 2014 Adoption will cover the following main content areas:
    Professional Technical Education (PTE) (9-12):

1. Agriculture and Natural Resources
   a. Agricultural Fabrication
   b. Agricultural Machinery
   c. Agricultural Power Technology
   d. Agricultural Power Technology/Large Engines
   e. Agricultural Structures
   f. Agricultural Systems/Electricity and Hydraulics
   g. Agricultural Welding
   h. Introduction to Agricultural Mechanics
   i. Small Gasoline Engines

2. Family and Consumer Sciences
   a. Exploratory Family and Consumer Sciences
   b. Young Living
   c. Life and Career Exploration (formerly Technology, Life and Careers)
   d. Teen Living
   e. Nutrition and Foods
   f. Personal and Family Finance
   g. Adult Living
   h. Family Health and Wellness
   i. Food Science and Nutrition
   j. Food Production Management/Advanced Food Production Management
   k. Hospitality
   l. Human Services
3. Health Professions
   a. Cooperative Education
   b. Emergency Medical Technician (EMT)
   c. Health Unit Clerk/Coordinator
   d. Mental Health Assistant
   e. Nursing Assistant
   f. Nursing Assistant-Providing Services to People With Disabilities
   g. Orientation to Health Professions | Fundamentals of Health Professions
   h. Personal Trainer
   i. Physical Therapy Aide
   j. Sports Medicine/Athletic Training
4. Skilled & Technical Sciences
   a. Automated Manufacturing
   b. Automotive Technology
   c. Building Construction | Carpentry
   d. Collision Repair
   e. Fire Fighting
   f. Home Technology Integration
   g. Industrial Mechanics
   h. Law Enforcement
   i. Masonry
   j. Precision Machining
   k. Small Engine Repair
   l. Welding

The following content areas are accepted annually:

1. **Limited English Proficiency (LEP)** Materials (K-12): PTE & ELA Only.

2. **Computer Applications** (K-12): Defined as applications that change versions frequently due to software upgrades (e.g. operating systems, presentations, browsers, word processing, spreadsheets, databases, etc.)

Materials will be accepted under "Interim Adoption Provision" in the following

content areas:

1. **ELA/Literacy** (6-12) College and Career Readiness Anchor Standards for Reading, Writing, Speaking and Listening, and Language; Handwriting; Communication Categories: Speech; Dictionary/Thesaurus; Advanced Placement

For questions related to a particular subject/content area, content standards, course requirements, etc., please contact the appropriate Program Coordinators at the Idaho SDE. Contact information is as follows:

<div align="center">

Main Adoption
PTE (9-12)
Kristi Enger, Secondary Coordinator
(208) 429-5528
kristi.enger@pte.idaho.gov

</div>

Interim Adoption
ELA/Literacy (6-12)
Diann Roberts, Coordinator
(208) 332-6948
droberts@sde.idaho.gov

Annual Adoption

Limited English Proficiency (LEP) for ELA (6-12)
Christina Nava, LEP Coordinator
(208) 332-6905
cnava@sde.idaho.gov

Computer Applications (K-12)
Todd Lawrence, Ed Technology Coordinator
(208) 332-6959
tlawrence@sde.idaho.gov

Terminology

Curricular Materials - refers to textbooks, educational digital media, electronic books, and other technologies. This may also include media and formats that are used as the basis for instruction, including combinations of textbooks, learning kits, supplementary material, and other educational technologies.

Main Component - can be identified as the primary program component(s) necessary for students to meet Idaho Content Standards and Common Core State Standards (CCSS). Generally this will be the student edition. However, in some cases the teacher edition is the program, please identify the correct main component.

Ancillary Items - can be identified as any additional components intended to be used with the main component but are not necessary for students to meet Idaho Content Standards and CCSS.

Alternative Format - refers to the exact duplicate version of a submitted title; example: CD-ROM, software, online, web-based, DVD, CD, video, audio tapes, and Spanish version (translation).

Qualitative dimensions of text complexity - In the Standards, qualitative dimensions and qualitative factors refer to those aspects of text complexity best measured or only measurable by an attentive human reader, such as levels of meaning or purpose; structure; language conventionality and clarity; and knowledge demands.

Quantitative dimensions of text complexity - The terms quantitative dimensions and quantitative factors refer to those aspects of text complexity, such as word length or frequency, sentence length, and text cohesion, that are difficult if not impossible for a human reader to evaluate efficiently, especially in long texts, and are thus today typically measured by computer software (i.e. ATOS, DRP, Lexile, LSA, SourceRater, Easability Indicator).

Manipulatives - refers to three-dimensional teaching aids and visuals that teachers use to help students with math concepts. Typical tools include counting beads or bars, base ten blocks, shapes, fraction parts, and rulers.

Regional Centers - are state designated locations, located on college campuses where samples of state approved curricular materials are received from publishers and made available to stakeholders for review. Each Regional Center is responsible for storage, disposition, and inventory of current adopted curricular materials.

Comprehensive Program: meaning a program that meets all of the individual CCSS anchor standards (research based or traditional).

Component Program: meaning standards were only met in that specific CCSS anchor standard.

Supplemental/Online Resource Material - refers to materials used to reinforce, enrich, and/or extend the basic program of instruction. This may include, but is not limited to: ancillary items referenced as, bundles, packages, kits, classroom kits, sets, libraries, and collections.

Materials for Diverse Populations

Diverse populations will have access to submitted items as core or supplemental curricular materials. Accessible formats such as Universal Design for Learning will be used. This allows for flexibility such as: digital text that can be manipulated (dependent on the technology being used), font size/type/color, and text-to-speech with synchronized highlighting and navigation. Digital audio (human narration) would include: navigation, video, graphics, and chart descriptions.

Diverse populations include, but may not be limited to:
1. Culturally Diverse (CLD), Limited English Proficiency (LEP), English Language Learners (ELL), English Language Development (ELD), or students whose primary language is one other than English (ESL)
2. Special Education students (supporting differentiated or personalized learning through style, pace or academic needs)
3. Gifted and Talented (supporting depth, breadth, complexity, and pace)

Electronic/Online/Technology Based Resources

Idaho encourages the use of new modes of digital delivery and recognizes the potential and power of digital resources. These materials will be held to the same high standards that traditional print materials are in delivering engaging and rich content. The submission of digital programs is encouraged. The forms for any technology or online resource are the same as for other publishers.

Publishers are required to submit one (1) copy of the software program, online resource access, and/or license to the Idaho State Department of Education. *This must be a complete product/program software package or full online access to the complete program.*

 All software licensing and access information is housed in a secure area within the State Department of Education (this copy will be used by the Review Committees during program evaluation). A demo disk, demo site, or partial access is not sufficient. (Full access and licensing must be granted to the SDE for length of adoption cycle).

All software and web-based resources must be compatible for both Windows and Macintosh based computers. SDE requires Windows format for the review and for copies housed at the State Department of Education or Caxton. Access to web-based resources must be granted prior to June 17, 2014 and SDE licensing must be valid through December 31, 2020.

To help with the evaluation process, please input a sample database of students and teachers. Please provide a minimum of six (6) logins and passwords valid for the month of June 2014.

Presentation opportunities will be allowed for technology based resources that require training. Presentations are to provide training on how to use technology resources. Presentations will be scheduled during June 18-20, 2014, please feel free to contact the SDE Curricular Materials Program Specialist if you would like to set up a presentation time or have additional questions.

Correlations, Text Source Analysis, & Research Based Studies

The Idaho Curricular Materials Selection Committee determines the final correlation of all materials to the Idaho Content Standards (ICS) and Common Core State Standards (CCSS). Materials will be reviewed by the Selection Committee members according to *content knowledge and skills* associated with the ICS and CCSS.

- ELA/Literacy materials should be correlated to CCSS <u>ONLY</u> and not ICS.
- Limited English Proficiency materials should be correlated to the new WIDA standards.
- Content areas such as Social Studies, must be correlated to both CCSS and ICS. Correlation to ICS is only applicable to content areas with standards.
- PTE
- Computer Applications

Committee correlation(s) are based on the student edition (teacher editions are included only when they are considered a main component/instructional tool). Other factors considered in evaluation include screening of organization, presentation, and quality. <u>To assist the SDE in identifying main/primary components, the main component must be listed first on the submission/bid form for each program, package, or set. Please identify the subject area</u>.

Publishing companies are required to develop a written correlation (documentation and analysis) of submitted programs to the CCSS, ICS, WIDA, and/or College Board for AP titles. Please include location reference(s) for each standard found within each submitted program. This may include: page number, section location, folder, paths, or other means to clearly identify the location of standards within a program/resource. The reviewer's evaluation form may be used and is located at the following link: http://www.sde.idaho.gov/site/curricular_materials/evaluation_forms.htm. A template may be created using the course specific CCSS, ICS, WIDA, and/or AP College Board requirements.

The Text Source Analysis Form will be used as a tool to aid in the evaluation of submitted materials. This document provides the reviewer with individual text title information, copyright and author information, type of text (i.e. Literature, Informational) quantitative and qualitative ratings, and overall grade band ratings for each text within a title/program. Publishers are required to complete the Text Source Analysis for each story within a title/program per grade level. This will assist the review committee in making final decisions of alignment to the CCSS with regards to text selection. Specific instructions for and the Text Source Analysis document can be found at: https://www.sde.idaho.gov/site/curricular_materials/.

The Curricular Materials Selection Committee determines the outcome for materials submitted in the category of "Research Based." Research based materials will be reviewed according to best practices, evidence of effectiveness, and validation studies, as well as program alignment to the identified standards. Studies should include names of schools/institutions of higher learning involved in the validation study, as well as the initial indication of "scientifically-based research" demonstrating the effectiveness in enhancing student learning for that specific program/component. Actual copies of studies and other research documentation is required for program(s) submitted in this category.

All materials approved by State Board of Education (SBOE) will be placed **under**

contract, locking in the Bid Price with the state of Idaho for a period of six (6) years for PTE, ELA (6-12), Computer Applications & Limited English Proficiency. Programs submitted under the interim clause will be contracted for a five (5) year period.

Curricular Materials Requirements

Idaho State Textbook Depository: Caxton, Ltd., 312 Main Street, Caldwell, Idaho 83605 (800-657-6465 or 208-459-7421)

New publishing companies of print materials, or those companies not familiar with Idaho's adoption process, should contact the Idaho's State Textbook Depository for guidelines on contracting with this agency for state adopted printed materials **before** completing the Submission/Bid Form(s). Publishers of core programs are required to keep a sufficient number of curricular materials adopted by the State Board of Education on deposit to supply the needs and demands of schools within the state of Idaho. Materials adopted as a "resource" may be placed at Caxton at the publisher's discretion. Adopted software programs are not required stock items at the State Textbook Depository. Please contact Caxton **before** submitting paperwork, fee(s), or sample material(s) for the adoption process. Please contact the SDE Curricular Materials Specialist if you have any questions related to program submittal.

Accessible Electronic Files:

It is required to furnish a valid file that complies with the National Instructional Materials Accessibility Standard (NIMAS) for student level instructional material(s) and agree to send such file to the National Instructional Materials Access Center (NIMAC) at the American Printing House for the Blind. Please contact the CURRICULAR MATERIALS PROGRAM SPECIALIST if there are any questions concerning this requirement.

For all literary and nonliterary student level curricular materials approved through the adoption process publishers are required to supply an electronic format in Word or ASCI format. (Programs available in NIMAS format and housed at NIMAC, meet this requirement). Please send this format to:

Idaho School for the Deaf and Blind
1450 Main Street
Gooding, Idaho 83330
Phone: (208) 934-4457

Submission

Please make sure all company personnel, especially Idaho Sales Representative(s), are aware of deadlines and procedures. Please note that all forms have been revised. All forms must have a revision date no later than **April 2012**. Please contact the SDE Curricular Materials Specialist for further clarification.

SUBMISSION INSTRUCTIONS

Note: Submission/Bid Form(s), Source Analysis Form(s) and Brief Form(s) files must retain Excel/Word format. *Forms B & M are only required in electronic format, signature is required (PDF or jpg).* Please submit on disk or send as an e-mail attachment(s) to eflasnick@sde.idaho.gov.

E-mailed files – Please include in subject Line: **PUBLISHER NAME, or acronym, (e.g., ABC Publishing–2014 Submission).** CD/DVDs must be clearly labeled with publisher's name and disk contents (e.g., ABC Publishing–2014 submission forms). Please check CD/DVDs for all files, verify disk contents, and that files will open on a computer that did not create the disk. Responses will be given for all electronic submissions received through e-mail. **If you do not receive an e-mail response, please contact the Curricular Materials Specialist.**

- **Submission/Bid Form(s)**

  - **Deadline: April 11, 2014**-*Electronic copy* of Submission/Bid **Form** to eflasnick@sde.idaho.gov. No changes or additions will be accepted after this date.

  - **Deadline: April 21, 2014**-*Hard copy* of Submission/Bid
    - Publishers are required to submit a hard copy of Submission/Bid Form(s) and can be sent in along with review fee(s).

  - The Submission/Bid Form template is available on the Curricular Materials website: http://www.sde.idaho.gov/site/curricular_materials/.
    - The form is prepared in Excel and must remain in Excel format. Submissions will only be accepted for *Content Area*(s) identified on page one (1) of this Call for Submission Letter.
    - Data entered on this form must match sample(s) and Brief Form(s) for each main component entry*).*

- **Bid Directions**

  - Any main/ancillary components necessary for program implementation, or meeting the standards, should be listed first on the submission/bid form for each program, package, or set. Please include the complete title in the main entry. A complete title includes a program title plus the subtitle. If the publisher's name is part of book title, it needs to be included in the title entry.

    - After the main component please list in this order: teacher edition, ancillary items, and free materials. For ancillary and free materials, specify the primary user (SE, TE).
    - If multiple main components are being submitted please list the ancillary and free materials immediately after each related main component. List main components according to grade level or

subject.

- o If the material is a kit or package please list all of the components together with one composite ISBN and bid price. Please list Items that can be purchased with an ISBN number and retail price but indent under main component.
- o Include all items that would be provided to teachers or schools at no charge. Indicate exact terms. (e.g. 1 per 25 SE's)
- o Note: Fees will be assessed for all materials marked as "Main Components" and "Ancillary Items" on the Submission/Bid Form. If the teacher's edition is the program or main component, a fee will be assessed even it is marked as a free item.

- **Content Area/Course column -** identify the specific subject/course that each title was designed for or recommended for use in. This will determine the evaluation conducted. (e.g. Writing, ELA/Literacy, Speech)
- **ISBN column -** please do not leave any blanks even if it means duplicating the previous row's entry. If the item does not have its own ISBN, but is part of a package, then those items should be included in one row/cell.
- **Title of Material column -** please do not leave any blanks even if it means duplicating the previous row's entry. This allows the for the association of ancillary and free items to the appropriate main component.
- **Description column**- please provide a description of the material based on the definitions found on page 2-3 of this document.
    - o **Listing Comprehensive** means the title/program meets all of the individual CCSS and could be traditional or research based.
    - o **Listing Component** means that only a specific group of CCSS anchor standards was met.
    - o **Listing Intervention** means that the title/program reinforces another.
- **Type of Submission column**-please identify the item by its type (e.g. main component-M, ancillary item-A, or free material-F, alternate format-*). When noting an item as an alternate format please include the type and an "*" (e.g. an alternate format ancillary item should be identified as A*).
- **Student Edition or Teacher Edition column**-please indicate whether the item is a Student Edition (SE) or a Teacher Edition (TE) showing the intended user. If the item is a kit/package indicate and contains student and teacher materials mark as SE/TE.
- **College Level column**-please identify all college level titles.
- **NIMAS column**-please identify all NIMAS compliant titles or availability date.
- **Research Based column**- please indicate if the title/program includes documentation of research
- **Conditions for Free Materials column**-please indicate free terms (e.g. one per 25 Student Editions).

Form B / Form M

- **Deadline: April 11, 2014** – *Electronic copy* of Form B and Form M
- **Electronic files requested-must be signed and uploaded as a PDF**
  - ○ *Form B. Manufacturing Standards and Specification for Textbook* - Required for print submission (student edition). An official of the publishing company must sign one (1) copy of this form. Refer to MSST, page 51-77 for textbook specifications interpretations. Template is available in Word format: http://www.sde.idaho.gov/site/curricular_materials/.
  - ○ *Form M - Electronic Media Manufacturing Standards.* Required for electronic media submissions. An official of the publishing company must sign one (1) copy of this form. The form must be submitted with submission paperwork and fees. Refer to MSST, page 82 for additional guidelines. Template is available in Word format: http://www.sde.idaho.gov/site/curricular_materials/.
- Electronic format sent to eflasnick@sde.idaho.gov. (Files may be e-mailed or submitted on disk)
- Templates are available on the Curricular Materials website: http://www.sde.idaho.gov/site/curricular_materials/.

- ○ **Brief Form(s)**
  - **Deadline:April 11, 2014** – *Electronic copy* of the Brief Form(s) sent to eflasnick@sde.idaho.gov. The form is prepared in Word and is required to retain the Word format. (Files may be e-mailed or submitted on disk)
  - The Brief Form template is available on the Curricular Materials website: http://www.sde.idaho.gov/site/curricular_materials/ . Each program must have a Brief Form attached to its main component as identified on Submission/Bid Form. Generally this will be for the student edition, inside a kit, or other main instructional tool. Please thoroughly complete all sections.
  - Data **must match** the Submission/Bid Form entries and samples. Brief Form information will be used in the state approved listing. Therefore, concise summaries are best.
  - For each program submitted, publishers must supply general information to support the *Best Practices in Program Design* section.
  - Publishers must identify any professional development required for program implementation. It must include the amount of training required to successfully implement the program as well as any fees associated with this service.

- ○ **Review Fees**
  - **Deadline: April 21, 2014** - may be sent in with Bids

- ○ **Correlations, Text Source Analysis Form(s), and Research Documents**
  - **Deadline:** – Correlations, Text Source Analysis Form(s), and research

documents if they apply (one (1) hard and one (1) electronic copy).
- o **Deadline: April 21, 2014:** Electronic copies can be sent to eflasnick@sde.idaho.gov
- o **Deadline: May 8, 2014:** Hard copies to:

> ATTN: Elizabeth Flasnick
> 2014 Idaho Curricular Materials Adoption
> Idaho State Department of Education
> 650 State Street, 2nd Floor
> Boise, ID 83720-0027

- o **Samples**
  - **Deadline: May 8, 2014:** Please clearly label the box contents and grade levels. Insert a hard copy of the corresponding Brief Form into each program's main component.
  - **One (1) complete set of samples and full access to all online programs and resources must be sent to two (2) individual remote reviewers. Addresses will be provided between April 15-26, 2014.**
  - One (1) copy of the individual Brief Form must be attached to the **inside** front cover of each program's main component (student/teacher edition/kit) as identified on the Submission/Bid Form. Please attach the correct Brief Form to each main component sample.

- o **Presentations**
  - **Deadline: May 22, 2014:** Electronic presentations should be sent to eflasnick@sde.idaho.gov.
  - These electronic presentations are strictly and exclusively for training purposes.
  - They are not to be used for sales or persuasion.
  - Each presenter will have a precise 60 minutes to train the review committee.
  - If a publisher would like to submit a presentation, please contact the Curricular Materials Specialist for further instructions. *Presentations are not mandatory!*
  - Any questions between review members and publishers must be submitted to the Curricular Materials Specialist in writing.

- o **Consensus Review/State Copy**
  - **Deadline: June 12, 2014** – **One (1) complete set of samples and full access to all online programs and resources** Please clearly label the box contents and grade levels.
  - One (1) copy of the individual Brief Form must be attached to the **inside** of the front cover of each program's main component as identified (student/teacher edition/kit) on Submission/Bid Form.
  - This copy will be used during the Consensus Reviews and then be transported to Caxton to be housed in the State Curriculum Library.
  - **Samples should be sent to the Red Lion Hotel Boise Downtowner for**

> **review to:**
> ATTN: Mowbray Brown
> 2014 Idaho Curricular Materials Adoption
> Red Lion Hotel Boise Downtowner
> 1800 Fairview Avenue
> Boise, Idaho 83702

- o **Regional Center Samples**
  - **Deadline: October 22, 2014** – student and teacher editions sent to each of the seven (7) Regional Centers, along with any essential program pieces.
  - One (1) copy of the individual Brief Form must be attached to the **inside** of the front cover of each program's main component (student/teacher edition/kit) adopted by Idaho State Board of Education.

  - **Sample requirements for Regional Centers:**
    - o Regional Center access to online resources is _required for the length of the adoption._
    - o Due to limited technology services, software programs requiring hard drive or server installation are **not** required at Regional Centers (publisher's discretion).
    - o Ancillary pieces of the main component are not required. However, a small sampling of ancillaries may be sent at publisher's discretion. For clarification on required sampling, please feel free to contact the Curricular Materials Specialist.
    - o Please edit Brief Forms to reflect SBOE or committee changes: grade level, course, etc. **Refer to Submission/Bid Form edits sent with contract.**

N.L. Terteling Library

Attn: Claudia Nelson

College of Idaho

2112 Cleveland Blvd

Caldwell, ID 83605

208-459-5521

cnelson@collegeofidaho.edu

Idaho State University

Attn: Shu-Yuan Lin

Instructional Materials Center (IMC)

College of Education

638 E. Dunn Street

Pocatello, ID 83209-8059

208-282-3185

linshu@isu.edu

Curriculum Library

Attn: Shannon Casteel

Lewis Clark State College

500 8th Avenue

Lewiston, ID 83501

208-792-2229

scasteel@lcsc.edu

Brigham Young University–Idaho

Attn: Craig Whetten

Acquisitions Department

Curriculum Resource Center

Attn: Margie Ruppel

Albertson Library

John Riley Library

Attn: Carol Poe

Northwest Nazarene University

University of Idaho

Attn: Rami Attebury

University of Idaho Library

875 Perimeter Dr.

Moscow, ID 83844-2350

208-885-7257

rattebur@uidaho.edu

Review Fee(s)
Deadline: April 21, 2014

The retail price column must be filled in with the amount to be charged to Idaho schools for a particular item. For software, the fee schedule must include all package options being offered (e.g. single user, network license, district license, etc.).

- No fees will be assessed for alternate formats
- No fees will be assessed for wraparound editions, containing the exact same content as the student text.
- Submission/Bid Form must include conditions of all "free items".
- All free items must be listed on Submission Form.
- No fees will be assessed for free items unless it's a TE.

For Print Materials

- The review fee for print materials is calculated as **$60 or equal to the retail price, whichever is greater. This applies to all main components and ancillary items per course and grade level.**
- Fees cannot exceed $1,500 (one thousand, five hundred dollars) per program/course title or grade level.
- This calculation will be used for each grade level at the elementary level and each individual course of multi-grade level standards. Fee examples:
  - K-5 program with a different Student Edition for each grade level equals fee for each grade level not to exceed $1,500
  - Art title, for grades 9-12 equals a single fee not to exceed $1,500

  a. **Multiple Content Areas**
  - The review fee is applicable for each content area or course for use in a single grade level. Only one review fee will be charged for a single content area or course spanning multiple grade levels. Fee example:
    - Social studies and character education (within a single text) for

grade 5 is two content areas and equals a double fee

b. **Listing Free Items**
  - o Please place an "F" in the "Type of Submission" column on the Submission/Bid Form.
  - o A price may be listed in the "Retail" column for replacement materials.
  - o The "Conditions for Free Materials" column must also be completed (e.g. one per 25 Student Editions).

c. **Classroom Kits and Sets**
  - o The review fee for classroom kits/sets is calculated as $60 or equal to the retail price, whichever is greater.
  - o This is based upon the number of expected participants in an instructional group or a 20 pupil class.

d. **"Bundled" Materials**
  - o Bundled materials may be listed as a single retail unit. However, all materials contained in the "bundle" must be listed on the bid form with individual retail prices noted for any item that may be purchased alone.

For Digital Programs & Online Resources

1. The review fee for digital programs and online resources is calculated as **$60 or equal to the retail price, whichever is greater**. This fee will be based on a yearly subscription cost per student.
2. This fee will be multiplied by six, reflecting the six year adoption contract.
3. Applicable fees should be calculated in addition to the retail price of all supplemental digital and print support items listed with the program on the Submission/Bid Form.
4. Fees cannot exceed $1,500 (one thousand, five hundred dollars) per program/resource title.

How to calculate cost for "ONE STUDENT"

- **Whole School** = Yearly subscription (2 semesters) cost multiplied by 6 and divided by 100.
- **Lab/classroom** = Yearly subscription (2 semesters) cost multiplied by 6 and divided by 20
- **Work Station Package** (based upon 10 student pack) = Yearly subscription (2 semesters) cost multiplied by 6 and divided by 10
  One Work Station = Yearly subscription (2 semesters) cost multiplied by 6 and divided by 1

a. **Additional Guidelines**

  - o Curricular materials submitted in various formats which contain the exact same content will be evaluated as one item. These materials will be assessed with a single fee equivalent to the most costly format.

  - o Multiple formats containing the same content include: hardback, soft

cover, electronic, loose-leaf, consumable, CD/DVD, audio, etc.

- o Multiple volume sets, produced as separate units but created from a single submitted text, will be charged a fee according to the most expensive packaging.

- o Any materials submitted for multiple grade levels must pay a review fee for each grade level and/or course. Fees will be assessed for each grade level that a title/program/kit/package/set is submitted. In the case of multi-grade level standards, fees will be assessed according to the course (e.g. Art 3-5).

  Multiple Content Areas
  - o The review fee is applicable for each content area or course for use in a single grade level. Only one Review Fee will be charged for a single content area or course spanning multiple grade levels. Fee example:
    - Social studies and character education (within a single text) for grade 5 is two content areas and equals a double fee

  b. **Electronic Media/Web-Based/Server-Based/Software/Technology Programs**
  - o Any of the above mentioned technology that is considered to be a **stand-alone or intervention** program will be reviewed for adoption and assessed a fee as prescribed above. These programs do not accompany any textbooks or curricular materials and will be used in the place of them.

<u>Professional Development</u>

Information related to additional school costs associated with professional development must be included. This may encompass requirements for product/program implementation, the length of training required (e.g., hours, days, weeks), and various package options.

<u>Restrictions</u>

- o Publishers may withdraw/remove materials from a Submission/Bid Form prior to September 4, 2014 without penalty. However, fees are non-refundable.
- o Publishers are prohibited from selling or providing equipment or supplies. This includes electronic or computer hardware, "delivery systems" such as iPods, laptops, and LCD projectors.

Shipping

<u>Samples: All boxes must be addressed & shipped as noted on this page.</u>

Please **clearly identify** box contents by indicating submitted content area(s), grade level, and box number on the exterior of each box (i.e. ELA-Grade 1-box 1 of 4, Computer Applications, etc.).

Sample Set 1: <u>**Reviewer's Copy**</u> – Two (2) complete sets of samples and full access to all online programs and resources for remote review. The addresses for two (2) review members will be provided between April 15-25, 2014.

> **Reminder: Brief Forms are required to accompany sample materials as outlined above in the guidelines. Brief forms should be attached to the inside the front cover of the main component (Student or Teacher Text). Please place it in the very front of kits and verify the Brief Form matches the attached material.**

<div align="center">

Deliveries must be received no later than May 8, 2014

</div>

Software/ Web-based Technology Resource Samples:

One (1) complete set of samples or full access to all online programs and resources must be sent to two (2) individual remote reviewers. Addresses will be provided between April 15-26, 2014.

- This copy/edition will be used to review program(s) and will become the SDE copy.
- A demo disk, demo site, or partial access is not sufficient. (<u>Full access and licensing must be granted to the SDE for length of adoption cycle</u>).
- The review process requires that all software and online resources are compatible with Windows and Macintosh based computers.
- Please set up a program to have a sample database of teachers and students for each of the submitted grade.
- Please include six (6) reviewer logins that will be valid from May 8-June 25, 2014.

<div align="center">

Deliveries must be received no later than May 8, 2014

</div>

Sample Set 2: <u>**Consensus Review and State Copy**</u> - One (1) complete set of samples or full access to all online programs and resources. These samples will be used in the consensus review and will later be housed at the State Curriculum Library.

> **Reminder: Brief Forms are required to accompany sample materials as outlined above in the guidelines. Brief forms should be attached to the inside the front cover of the main component (Student or Teacher Text). Please place it in the very front of kits and verify the Brief Form matches the attached material.**

Delieveries must be recieved by June 13, 2014 (Inside delivery required)
> **To:**
>> ATTN: Mowbray Brown
>> 2014 Idaho Curricular Materials Adoption

Red Lion Hotel Boise Downtowner
1800 Fairview Avenue
Boise, Idaho 83702
208-383-4911

Regional Center Samples: Student and teacher editions sent to each of the seven (7) Regional Centers, along with any main program pieces.
Deliveries must be received no later than October 22, 2014

Reminder: Brief Forms are required to accompany sample materials as outlined above in the guidelines. Brief forms should be attached to the inside the front cover of the main component (Student or Teacher Text). Please place it in the very front of kits and verify the Brief Form matches the attached material.

N.L. Terteling Library

Attn: Claudia Nelson

College of Idaho

2112 Cleveland Blvd

Caldwell, ID 83605

208-459-5521

cnelson@collegeofidaho.edu

Idaho State University

Attn: Shu-Yuan Lin

Instructional Materials Center (IMC)

College of Education

638 E. Dunn Street

Pocatello, ID 83209-8059

208-282-3185

linshu@isu.edu

Curriculum Library

Attn: Shannon Casteel

Lewis Clark State College

500 8th Avenue

Lewiston, ID 83501

208-792-2229

scasteel@lcsc.edu

Brigham Young University–Idaho

Attn: Craig Whetten

Acquisitions Department

David O McKay Library, MCK 306

525 South Center Street (0405)

Rexburg, ID 83460-0405

208-496-9514

whettenc@byui.edu

Curriculum Resource Center

Attn: Margie Ruppel

Albertson Library

Boise State University

1910 University Blvd

Boise, ID 83725-1430

208-426-1323

margieruppel@boisestate.edu

John Riley Library

Attn: Carol Poe

Northwest Nazarene University

623 S University Blvd

Nampa, ID 83686-5897

208-467-8616

cjpoe@nnu.edu

Brigham Young University–Idaho	Curriculum Resource Center	John Riley Library
Attn: Craig Whetten	**Attn: Margie Ruppel**	**Attn: Carol Poe**
Acquisitions Department	Albertson Library	Northwest Nazarene University
David O McKay Library, MCK 306	Boise State University	623 S University Blvd
525 South Center Street (0405)	1910 University Blvd	Nampa, ID 83686-5897
Rexburg, ID 83460-0405	Boise, ID 83725-1430	208-467-8616
208-496-9514	208-426-1323	cjpoe@nnu.edu
whettenc@byui.edu	margieruppel@boisestate.edu	

University of Idaho

Attn: Ramirose Attebury

Due to limited space and technology capabilities the only materials that should be sent to the Regional Centers are as follows: ***STUDENT EDITION/TEACHERS EDITION/TEACHER GUIDES and any other MAIN COMPONENTS* for each state approved title/ series/ kit.** Please do not send computer software requiring installation to the regional centers.

Adoption

Review of Materials

The Idaho review of curricular materials will be conducted in a two-tiered process. The Curricular Materials Selection Committee will begin the review of submitted materials remotely. After completion of the remote reviews the Curricular Materials Selection Committee will assemble in Boise for a consensus review and formal recommendation.

The Selection Committee will be assisted by Content Specific Specialists (teachers, administrators, and other experts) from throughout the State of Idaho. They will begin the evaluation and correlation of submitted materials remotely. Each title will be reviewed by two (2) members of the committee and overseen by a State Board of Education Committee member. The first set of review samples will need to be shipped to two (2) individual reviewers. Addresses for the remote review will be provided by **April 15-25, 2014.** Opportunities will be provided to present training that is required for specific materials. These electronic presentations are strictly and exclusively for training purposes. They are not to be used for sales or persuasion. Each presenter will have a precise 60 minutes to train the review committee. If a presentation is required please contact the Curricular Materials Specialist for further instructions. Any questions between review members and publishers must be submitted to the Curricular Materials Specialist in writing. After extensive training, committee members will

evaluate the materials based on Idaho's evaluation tool. This review will take place from **May 8-June 12, 2014.**

Following the initial remote reviews, the Curricular Materials Selection Committee will convene **June 16-20, 2014** in Boise, Idaho to hold a consensus review of submitted materials. During this time, the committee will discuss and compare notes regarding specific materials. The committee members for each title will complete a final evaluation.

The June Consensus Review will culminate with the Committee's formal recommendation of all materials submitted for the 2014 Adoption to the State Board of Education (SBOE).

The SBOE will take committee recommendations under consideration during their August Board meeting and make a final ruling. Publisher notification and contracts will follow SBOE decisions. Contracts for newly approved materials will be effective as of **September 11, 2014**.

Evaluation Tool for ELA

The Evaluation Tool used in the review of curricular materials is comprised of three (3) main sections:
1. Non-Negotiable Rubric: adapted from the Publisher's Criteria for the Common Core State Standards in English Language Arts and Literacy.
2. Common Core State Standards Rubric: measures the alignment to the CCSS for the specific content area.
3. Material Analysis Rubric: measures materials against a variety of benchmarks for high-quality, accessible design that engages students of *all* abilities, and helps teachers deliver high-quality instruction.

Scoring for ELA Materials

1. Non-Negotiable Rubric: At the heart of the Common Core Standards is a substantial shift in literacy instruction that demands a focus on high-quality texts, high-quality text-dependent and text-specific questions, and writing to sources. The shifts in K-12 literacy instruction include:
   - Building knowledge through content –rich non-fiction and informational texts
   - Reading and writing grounded in evidence from text
   - Regular practice with complex text and its academic vocabulary
   - Reading foundational skills (K-5)

   A high-quality literacy curriculum aligned with the Common Core State Standards will not be a set of repackaged mediocre materials; but will reflect a rich and diverse instructional approach fully aligned with these shifts. In order to measure a program's adherence to these shifts we have detailed seven nonnegotiable requirements. A program must pass each of the requirements in this section of the evaluation in order to be considered for approval.

   Because these non-negotiable requirements are considered first-pass, they do not have a numeric component. Rather, each one should be given one of two ratings:
   - 1: meets requirements
   - 0: does not meet requirements

   Note: because component programs and intervention/resource programs are not necessarily expected to fulfill all standards for a given grade, review committees must decide which non-negotiable requirements apply to the intended scope of a given program. The evaluation too can be adapted to the particular scope of an individual program. The same goes for sections discussed below.

2. Common Core State Standards Rubric: This section of the Evaluation

Tool is designed to be scored based on a 0, .5, 1 scale. For additional and more detailed explanations on each CCSS can be found at: https://www.sde.idaho.gov/site/common/

Material Analysis Rubric: This section of the Evaluation Tool is designed to be scored based on a 0, .5, 1 scale. PTE materials we be judged based on rubrics associated with the specific areas to be reviewed.

Rubrics for PTE content review can be found at this link:

http://www.pte.idaho.gov/TextbookAdoption.html

Contracts

Contracts will be mailed to publishing companies by **August 28, 2014**. Included with the contract will be a copy of the publisher's Submission/Bid Form highlighting any Selection Committee or SBOE changes.

- o **Deadline September 11, 2014** - **Executed Contracts**
  - ▪ Signed contracts from the publishing companies must be returned to the Curricular Materials Program Specialist at the Idaho State Department of Education by **September 11, 2014**. Should any contracts not be returned, those materials will be pulled from the State Department of Education, deleted from Adoption Guide, and the adoption process for those materials will be deemed null and void. Review fee(s) will not be refundable.

Digital Curricular Materials Caravan (October)

Publishers have until **October 24, 2014** to create a digital presentation for showcasing materials approved during the 2014 curricular materials/online resource adoption.

Digital files will be placed on the SDE website under the 2014 adoption files at: https://www.sde.idaho.gov/site/curricular_materials/. Additional guidelines (e.g. format requirements, file size, etc.) will be sent along with the publisher contract in.

Idaho Adoption Guide

The complete listing of newly adopted K-12 materials, as well as those K-12 interim materials, will be posted to the Idaho State Department of Education web page by **December 2, 2014**.

Curricular Materials are listed by content area and the listings of all state approved curricular materials are located at: http://www.sde.idaho.gov/site/curricular_materials/adoption_guide.htm

The key features and other information included within the Approved Listing for each approved title is obtained from Brief Forms submitted by the publisher. Final correlation scores are determined by the Selection Committee members during the week in June. This percentage represents the committee's correlation to the Idaho Content Standards, Common Core State Standards, National Standards, and/or to specific course requirements.

Thank you and we anticipate your submissions.

For any questions in regards to this document, its contents, or the Idaho Adoption Process please contact:

Elizabeth Flasnick

eflasnick@sde.idaho.gov

  OR

Marilyn Allen
208-332-6974
 mallen@sde.idaho.gov